

**HOPE VALLEY/WYOMING FIRE DISTRICT
996 MAIN STREET
HOPE VALLEY, RI 02832**

**MONTHLY BOARD MEETING
APRIL 9, 2015
7:00 P.M.**

Those present: Board Members: Chairman, David Holt, Vice-Chairman, Pasquale DeBernardo, Georgia Ure, Elwood Johnson, Paul Schaarschmidt; Chief, Fred Stanley; Treasurer, Deborah Nicotra; Tax Collector, Sue Bok; District Clerk, Julie Kelley

Those not present: All in attendance this evening.

The meeting commenced and was called to order by Chairman, David Holt at 7:00 p.m. with a salute to the flag and a moment of silence.

MINUTES

The minutes of the March 12th Monthly Board Meeting were presented. Mr. Johnson motioned to accept the minutes as presented and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

TAX COLLECTOR'S REPORT

The Tax Collector's report was presented for March 2015. A total of \$671,421.08 has been collected to date. We are on target for this time of year. Mr. Johnson motioned to accept the Tax Collector's Report as presented and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

TREASURER'S REPORT

The Treasurer's report for March 2015 was presented. Chairman Holt discussed that this would be the report we would submit for the quarterly report. The actual vs. budget report reflects 74.8% of expenditures at this time and our Income received reflects us at 91.9% at this time. At this time, nothing is shown as over budget. The Reserve account is not up to date; it reflects interest and payments over the past few months. Mr. Johnson motioned to accept the Treasurer's report as presented and Mr. Schaarschmidt seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

CHIEF'S REPORT

The Chief's report was presented for March 2015. The board discussed the following points of interest:

The Chief's new vehicle will go into the 2016 budget. The final price from MHQ is \$27,461.50. The existing lights and sirens will be used from the Chief's vehicle. If we were to lease the vehicle from Ford Credit, the yearly payment would be \$9,735.95, which includes an underwriting fee of \$425.00 and an interest rate of 6.5%. At the end of three (3) years the purchase price would be one dollar.

Chief Stanley contacted Dime Bank to get a quote on a three (3) year loan. The District could obtain a loan in the amount of \$27,000.00 for three (3) years at a rate of 2.875% with a yearly payment of \$9,530.45 or a monthly payment of \$784.25. If making monthly payments, the monthly payments for twelve (12) months would be \$9,411.00 or \$119.45 less than the one-year payments. We would be paying less if we paid per month but that it would be more work for the Treasurer.

Mr. Johnson motioned to Purchase the 2016 Ford Police Interceptor utility vehicle in the amount of \$27,036.50 and secure the loan with Dime Bank for three (3) years and negotiate an annual payment to be made in October. Mr. Schaarschmidt seconded the motion. Discussion: The board discussed the color of the vehicle, which would be white. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

Mr. Johnson motioned to authorize Chief Stanley and Chairman Holt to negotiate the loan in the amount of \$27,000 with Dime Bank for annual payments with the first payment to be made in October with interest payments paid in the interim. Mr. Schaarschmidt seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

Chief Stanley sent out a letter to Pierce Manufacturing's Customer Service Department regarding work performed on the 2012 Pierce Saber pumper that Chief felt was warranty work even though the warranty ran out. Pierce Manufacturing has agreed to reimburse two bills in the amount of \$1,422.89 and \$737.41. Payment has not been received as yet for the \$737.41.

During Chief Stanley's meeting with Suzanne Greschner from the Division of Municipal Finance Department, she has agreed to recommend changes in the legislation that passed, House Bill H-7944, Substitute A, as amended, which would greatly reduce the financial burden on fire districts.

A letter was sent to the Town/Building Inspector regarding Charbert's Mill and the unsafe conditions due to the roof collapsing because of the heavy snow. The building inspector is stating that it is safe other than the roof area. The building remains closed off. The letter states that they are going to reinforce it.

The Verizon cell tower has been accepted by the zoning board and is now waiting on a DEM wet land permit to upgrade the existing tower.

Chief Stanley discussed the preliminary numbers for next years budget. With no increase in salaries, the budget would increase by 2.9%. The retirement account went down but Blue Cross would be up by 8%. The Insurance Accident/Sickness policy is still due in May and may be increasing as well.

The District received no bids in reference to the Lawn Maintenance of Station 1 and Station 2. It was discussed that perhaps due to the insurance liability requirements that people could not comply with the bid specifications. A motion was made by Mr. Johnson to send the Lawn Maintenance bid out again with a new deadline and submit it to a few people of interest and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

Audit Proposals

The board members opened bid packages for the audit. The following bids were received:

1. Carlucci & Dugan
2. Hoyt, Filippetti & Malaghan, LLC
3. Baxter Dansereau & Associates, LLP
4. Dittmar McNeil & Ferolito
5. Nadeau Wadovick LLP
6. Robert J. Civetti, CPA, LLC
7. Parmelee, Poirier & Associates, LLP

The board then scored each audit based on the State's recommendation to score each based on the Audit fee scores, overall qualifications/experience of the firm and overall audit approach/audit strategy.

The board reviewed the Audit fee scores with each package received. (See Fire District's Proposal Evaluation Grid enclosed)

The board was tasked with further review of each audit proposal to evaluate their qualifications and audit approach to be discussed during the next monthly board meeting.

Fire Chief Applications

There is a rubric for the Fire Chief Applicants and the exam is to be scheduled later this month.

The following applications were received:

1. David Dumsar
2. Jason Caswell
3. Donald Johnson
4. David Caswell
5. Justin Lee

The board then discussed their choices for the oral board:

1. Chief Frank Hilbert – Mystic Fire Department, Member for 45 years, Fire Chief, Fire Marshall, Full Time Salaried position, numerous other qualifications.
2. Chief Kenneth Richards Jr. – Old Mystic Fire Department, Fire Chief for 37 years and a Chief for 32 years of his career.
3. Peter Lickinger, Attorney at Law, Exeter, RI
4. Kevin Breene, Administrator, Town Manager, West Greenwich
5. Chief Frederick Stanley as ex-officio member.

There was a discussion as to whether having Chief Stanley be an ex-officio member of the oral board would be uncomfortable to any of the applicants. The comments were in favor of his participating to make sure the process is done properly.

Each oral board member will ask each candidate a minimum of three (3) questions.

Mr. Johnson motioned to appoint the members as discussed to the oral board and Mr. Schaarschmidt seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

The board discussed that the written exam will be scored and the top 3 or 5 based on the board's decision will go onto the oral board.

Hard copies of each of the applicants will be copied and dispersed to the board for their review.

A generic list of questions will be supplied. It will be up to the oral board members to pick out questions of their choosing. The oral board will meet on an evening or Saturday. No date for the oral board has been established at this time.

Mr. Johnson discussed the newly purchased F-250 truck purchased for snow plowing. Mr. Johnson took the opportunity to recently sit inside the vehicle and found it to have a penetrating smell of cigarette smoke and noticed the keys to be left inside the vehicle. He firmly expressed that this was not fair to the taxpayers, as a truck of that age should not be in that type of condition at this time. Chief Stanley will address the situation.

CORRESPONDENCE

Incoming:

1. Letter addressed to The Honorable Town Council, from Mr. Loren Gengarella, Building Official, Richmond, RI, regarding NFA Corp., former Charbert Mill, 299 Church Street regarding fire at Charbert Mill.
2. Quote # 82238 intended for the Hope Valley/Wyoming Fire District, from Ford Credit, Mr. Paul Leon, MHQ Municipal Headquarters, regarding pricing and finance options on a 2016 Ford Police Interceptor Utility vehicle.
3. Email addressed to Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Ms. Carol Holahan, regarding sending out an additional notice to abutters regarding notification of construction of a new Verizon Cell Tower.
4. Email addressed to Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Mr. Anthony Antoch, Vice President, Commercial Lending, Dime Bank, Westerly, RI. Regarding Loan Request.
5. Book 531, Page 414, Decision of the Zoning Board of Review of the Town of Hopkinton, regarding the Use Permit filed by Cellco Partnership, by its attorneys McLane, Graf, Raulerson & Middleton, PA for

property owned by the Hope Valley/Wyoming Fire District with Cellco Partnership as lessee, in order to replace an existing 85' lattice tower with 100' monopole and place antennas at 97' on the monopole and accessory equipment at ground level.

6. Email addressed to Board Members, from David C. Holt, Chairman, Hope Valley/Wyoming Fire District, regarding Audit Review Procedure at Monthly Meeting.
7. Email addressed to Board Members, from David C. Holt, Chairman, Hope Valley/Wyoming Fire District, regarding Scoring Sheet for Chief Applications.

Outgoing:

1. Letter from Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, addressed to Pierce Manufacturing, Customer Service Department, regarding 2012 Pierce Saber Puc Pumper delivered on July 9, 2012.
2. Letter from Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, addressed to Town of Richmond, Mr. Loren Gengarella, Building Inspector, regarding Water Flow Alarm at Charberts Mill at 299 Church Street, Wood River, Junction on March 5, 2015.
3. Letter from Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, addressed to National Grid, Mr. Paul Stasiuk, regarding Weather Stations.
4. Providence Journal Commentary from Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, regarding the Overreaction of the General Assembly.

PUBLIC FORUM

Mr. Robert J. Civetti, one of the CPA firms that submitted a proposal for the audit was in the audience. He informed the board that his proposal includes additional time required but does not include qualification. The board very much appreciated his attendance at the meeting this evening and found his comments to be informative.

Ms. Nicotra then asked a few questions in regards to making journal entries. He commented that they could suggest what would be required but that the Treasurer needs to make the entries.

Deputy Chief Caswell asked how flexible the test dates would be for the written exam as a couple of the candidates were going away during the vacation week. Chairman Holt said they would plan to have it around April 30th and plan for the 1st week in May for the written exam.

ADJOURN

A motion was made to adjourn at 9:18 p.m. by Mr. Schaarschmidt and seconded by Ms. Ure. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

Respectfully submitted,

Julie Kelley
District Clerk